S850/2
Sub ICT
Paper Two
Practical
2018
2 hrs 30 min

UGANDA ADVANCED CERTIFICATE OF EDUCATION
SUBSIDIARY ICT
S850/2
2018
PRACTICAL PAPER
2 Hours 30 Minutes

INSTRUCTIONS TO CANDIDATES:

a). *Each candidate is provided with a new* **Compact Disc RO***M where all the work shall be stored.*
b). *Each candidate has a printer connected to his / her computer.*
c). *Each candidate is provided with blank printing papers of A4 size.*
d). *Attempt only* **three** *questions in this paper.*
e). *Use of self help wizard and templates are not allowed.*

1. Open a file saved as **goatrearing.docx** and carry out the following instructions.

a). Change page orientation to portrait. (01 mark)
b). Adjust page size to A4. (01 mark)
c). Change to single line spacing all your work. (01 mark)
d). Adjust margin settings to 1.5 cm top, bottom, left and right. (01 mark)
e). Before the first line, create a page break to next page. (01 mark)
f). In page one, insert a table of contents using all sub-headings in your work. (01 mark)
g). Insert a picture saved as **goat1** just after the table of content in page one. (01 mark)
h). Add a heading, table of content in page one. (01 mark)
i). Include a footnote on the word *goats* in page one to read: "***are hardy domesticated ruminants mammal that have backward-curving horns and (in the male) a beard***". (01 mark)
j). Adjust mirror indentation to inside and outside by 2 cms. (01 mark)
k). Arrange in ascending order factors about savannah goats. (01 mark)
l). Convert font size to 10.5 for work in the last line on the second page. (01 mark)
m). Apply a yellow text highlighter on each sub-heading in your document. (01 mark)
n). Justify align all the work in page two and three only. (01 mark)
o). Convert your work in the second paragraph in page two into a table of one column and row. (01 mark)
p). Insert a boarder around your work in page two only. (01 mark)
q). Add page numbers in the format of (i). (01 mark)
r). Apply a header on your name in only even pages of your document. (01 mark)
s). Save your work as **goatsinuganda**. (01 mark)
t). Print two pages on a single face of your paper. (01 mark)

2. Load a file saved as **payroll** to perform the following tasks. (01 mark)

a). Copy all the work from sheet1 to sheet2 of your workbook. (01 mark)
a). Using the **HLOOKUP** function, assign **Basic Pay** to each worker using the schedule below. (04 marks)

Department	Basic Pay
B	450,000
A	500,000
C	700,000

b). Using an *absolute cell reference* for cell D2, determine *transport allowance* as a product of **Basic Pay** for each worker. (02 marks)
c). Count the number of workers in Department A and place your answer in cell A31. (02 marks)
b). Determine **Gross Pay** for each worker as a summation of **Basic Pay** and all the **allowances**. (01 mark)
c). Change page orientation to portrait. (01 mark)
d). Add a *footer* of your name in the bottom centre of the page. (02 marks)
e). Centre your work in the middle of the page. (02 marks)
f). Print all your work on one page having grid lines around the work. (02 marks)
g). Add a suitable heading on top of your work. (01 mark)
h). Save the work as **payroll-adjusted**. (01 mark)

3. Load a file saved as generations and carryout the following tasks. (01 mark)

a). Using a master slide, make the following adjustments:

    i. Change master title style font size to 40. (01 mark)
    ii. The heading should have a red font colour. (01 mark)
    iii. Font style for the heading is **Bookman Old MT**. (01 mark)

iv.	Add animations for headings **bounce** and content **checkerboard**.	(01 mark)
v.	Allow the slide to loop until escape.	(01 mark)
vi.	Change slide one to **title - content layout**.	(01 mark)

b). Type the text below in the content section of slide one: (02 marks)

Definition: *Computer generations refers to the gradual stages of computer development, each stage having remarkable / unique characteristics e.g. reduction in size, power consumption, e.t.c.*

c). Add *speaker notes* in slide four to read: *This generation witnessed the development of Graphical User Interface*. (01 mark)

d). Use different colours background for each slide. (02 marks)

e). Add a footer of your name. (01 mark)

f). Use slide numbers in the format of (i) but beginning from 3. (02 marks)

4. Open a database saved as **workers** and perform the following tasks.
(01 mark)

a). Provide the following field properties to the table items: (02 marks)

Field name	Field property
workerID	"SF-"@@@

b). Insert one record before **WorkerID 040** having the following details:

100, Nakku Vivian, Nsambya, √ , day. (02 marks)

c). Add the second primary key on the field **Emp-ID** and enter the following: (02 marks)

WorkerID	Emp_ID
004	100
008	120
010	001
001	054
002	368
009	324
020	200
026	154
040	781
039	005
040	096
050	011
060	365
080	058
090	064
006	079
003	320

d). Create three queries to return the following workers that / whose:

    i). Do not come from **Bira** and **accommodation** is √**.** Save the query as **accommodation**.

                               (02 marks)

    ii). WorkerID is between 010 and 080, and work during the day shift. Save the query as **IDshifts.**

                               (02 marks)

    iii). Worker's name has character length less than 15. Save the query as **lessthan15**.   (02 marks)

e). Change table name to **workers2010**.   (01 mark)

f). Create a report to return all the records sorted and grouped by shift. Add a suitable report title. Save the report as **allworkers**.   (04 marks)

g). Save the database as **workers_data**.   (02 marks)

END

RESOURCEFUL PAPER
END OF TERM ONE 2018
SUBSIDIARY ICT SENIOR SIX
SCORING SHEET

Name: _____ Stream: _____ Total: _____

Word Processing	
Skill Needed	*Mark Scored*
Page orientation (01)	
Adjust page size (01)	
Line spacing (01)	
1.5 cm margins (01)	
next page break (01)	
Table of contents (01)	
Insert picture (01)	
Heading for table of content (01)	
Footnote (goats) (01)	
2 cm mirror indents (01)	
Arrange ascending (01)	
10.5 font size (01)	
Yellow highlighter (01)	
Justify alignment (01)	
Work in table (01)	
Page border pg2 (01)	
Page numbers (i) (01)	
Even pages header (01)	
Saving work (01)	
Printing 2 copies (01)	
Total Mark (20 Marks)	

Spreadsheets	
Skill Needed	*Actual Mark*
Loading file (01)	
Copying p2 (01)	
HLOOKUP (04)	
Basic Pay (02)	
Count Dep. A (02)	
Gross Pay (01)	
Pg orientation (01)	
Footer yr. name (02)	
Centring work (02)	
Grid line print (02)	
Heading to the work (01)	
Saving (01)	
Total Mark (20 Marks)	

Presentations	
Skill Needed	*Actual Mark*
Loading file (01)	
Font size 40 (01)	
Red font colour (01)	
Font style (01)	
Animations (01)	
Looping Esc (02)	
T. / content (02)	
Typing text (02)	
Speaker notes (02)	
Bg colour (02)	
Footer yr name (02)	
Slide No.s (02)	
Total Mark (20 Marks)	

Databases	
Skill Needed	*Actual Mark*
Loading file (01)	
F/Property (02)	
Insert record (02)	
Add IDS (02)	
Accommodation (02)	
IDshifts (02)	
Lessthan15 (02)	
Rename table (01)	
Report (04)	
Saving database (01)	
Total Mark (20 Marks)	